



P.O. Box 245 • Middletown, MD 21769

Tuesday, May 04, 2010

Mrs. Sheraline L Thomas
Audit Division
Federal Election Commission
999 E Street, NW
Washington, DC 20463

Dear Mrs. Thomas:

I am writing to you on behalf of Bartlett for Congress Committee in regards to the official written response to the Interim Audit Report (IAR). There were several actions taken to correct the errors identified during the audit. In this case, the issues are:

- Column B corrections
- Aristotle issues (Receipts & disbursement adjustments)
- Explanation of \$2,300 refund (B. Boulter)
- Bank Statement Dates (Receipts & disbursement adjustments)

The Column B corrections included reporting errors such as double check entries. This was caused by the same check being mistakenly entered more than once. Where this error accrued we have located the check by check number and deleted the duplicate entry. Other issues that came up with our Column B corrections were the mistype of entered amounts for some checks. This caused issues with both over reporting and underreporting in our numbers. Where this error accrued we have located it and corrected the entered amounts.

During the review period it was brought to our attention that there were issues with Disbursements that seemed to not be reflected in our reports. The audit staff was kind enough to provide a worksheet with the missing Disbursements. After review of the data that appeared to not be recorded it was discovered that it was reflected on our software and records, but not coded properly with in our software to show up as a Disbursement. We have contacted our software provider Ai360 and they have reviewed it with their top tier tech support. The issues should now be fixed from both the users side of the software and the software program itself. The Disbursements will no longer be coded as a check request but as an operating expense and pull to the right column.



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The question was brought up about a check that was issued to Mr. Beau Boulter. After a close review of this information it was discovered that the check was written to refund a contribution made in an election cycle. This check was sent from our office and never cashed. After contacting Mr. Boulter the check was redesignated to another cycle. The check that was mailed out was then voided in our system.

Another issue found that made adjustments in the Receipts & Disbursement necessary was a change of banks. In mid 2007 we moved all accounts to Frederick County Bank from our account at Middletown Valley Bank. The record periods changed from the two banks which caused a midmonth split of the bank records and issues with exact deposit dates. This has been reviewed and will be closely watched to insure no further issues.

Thank you for your cooperation in regard to this audit. If you have any further questions please do not hesitate to contact Bartlett for Congress Committee for clarification.

Sincerely,

A handwritten signature in cursive script that reads "Harold F. Otis". The signature is written in black ink and is positioned above the printed name and title.

Harold F. Otis
Bartlett for Congress Committee